

Land Use Control Board

Page 1

Board/Commission

Division of County Government

Name: Yolanda D. Ingram Date of Birth: 8-24-70
Business Name: Univ. of Memphis School of Law
Business Address: 207 Humphreys Zip: 38152 Phone: 678-3441
E-mail: yingram@memphis.edu Fax: 678-5210
Business or Profession: Attorney/Administrator
Education: Univ. of MS - B.A., Washburn School of Law - J.D.
Name of Spouse: Kevin Ingram Number of Children: 3
Home Address: 2876 Farindon Cove Zip: 38138 Phone: 755-9706
Resident of Shelby County 7 years.

List any affiliation or ownership interest you have in any business, corporation or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer or contracts with or sells products or services to Shelby County Government.

None

Yolanda D. Ingram
Signature
3-3-08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings _____ No. Attend _____ No. Absent _____

Disposition:

Approval _____ Resolution _____ Item _____

2/4/2008

Land Use Control Board
Board/Commission

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 None
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Yolanda Ingram
(Print Name)

Signature: Yolanda Ingram

Date: 3-10-07

7743 Roxshire Cove, Memphis, TN 38125

Yolanda D. Ingram

Phone: (901) 755-9706

Email: kyingram32@yahoo.com

PROFESSIONAL BACKGROUND

A highly skilled professional with extensive expertise in strategic planning and program management. Thrive on exceeding goals and expectations, building successful customer relationships, and helping others maintain focus to accomplish the same positive results. A results-oriented leader with the ability to assess, process and analyze outcomes, recommend solutions and influence decision makers for positive change. A team builder who is able to conceive and implement both the big picture and details. Excellent communication skills which are used to listen, educate, inform, present, persuade and close.

CRITICAL SKILLS

Training, presenting, public speaking, writing, decision-making, planning, advising, motivating, researching, multi-tasking, communicating, team building, budgeting, implementing, listener, visionary, creative, organized, problem solver, time management, leader, detailed, thorough, and analytical.

SELECTED ACHIEVEMENTS

Hired to manage and oversee administration of the state-wide admission by performance program. Trained and supervised the staff. Made programmatic changes to improve the program. Analyzed, identified and evaluated strengths and weaknesses. Result: Program started on schedule. Increased enrollment by 70%. Received outstanding recognition from peers, participants, and management.

Presented new service to prospective buyers. Trained existing users to perform research on new service. Installed necessary system components to existing equipment. Upgraded software programs to shorten research time and speed up project completion. Result: Persuaded state legislature to purchase new service.

Reassigned and redistributed newly acquired building space to meet national accreditation requirements. Researched and evaluated possible uses for facility. Result: Retained accreditation for company. Utilized resources to the advantage of the company. Improved reputation of company. Received outstanding recognition from superior and management. Resolved space shortage and building overcrowding due to lack of space for meetings.

Planned and organized a successful membership drive. Researched ideas to improve involvement and participation. Collected and gathered data to solve low member numbers. Result: Increased membership to all organizations by 200%.

Presented bi-weekly training seminars to 150 people. Researched best practices in field. Trained, hired, and supervised employees. Implemented new program format. Developed and implemented a marketing strategy for program. Result: Increased retention among seminar participants. Reduced attrition rate of attendees. Improved attendance rate among entire class.

Identified organization's budgeting errors and spending discrepancy from prior years. Resolved long-standing funds misallocation. Aligned expenditures with appropriate fiscal year. Result: Retained \$250,000 budget. Solved budget problem. Complied with state-wide accounting procedures.

Created and implemented training seminar program. Recruited and trained volunteers to attend seminars. Presented information. Identified audiences and locations for presentations. Collaborated with non-profit entities. Result: Established relationships and laid groundwork for future partnerships. Increased community involvement. Raised awareness. Improved rapport and accessibility.

Launched and created an internship program. Interviewed, selected and trained interns. Screened prospective employers. Identified placement sites. Result: Started intern program on schedule. Fulfilled 100% of customer contracts. Received positive customer feedback. Placed all interns within one week of program inception.

Improved program format and content. Evaluated program effectiveness. Eliminated ineffective components and staff. Result: Increased program success rate to 90%. Improved overall program satisfaction to 100%. Reduced attrition rate.

Collaborated with sales representative. Presented software and online service to professionals. Trained all employees within company to use the computer software and online research service. Increased revenue and territory growth by 95%.

Created, developed, and implemented an innovative employee retention program. Met with employees. Investigated and researched complaints. Negotiated new contracts. Result: Retained 100% of highly qualified employees. Improved job satisfaction.

PROFESSIONAL EXPERIENCE

Dean for Student Affairs, Director of Tennessee Institute for Pre-law & Academic Support Program
(May 2002 – Present)

University of Memphis, Cecil C. Humphreys School of Law, Memphis, TN

Adjunct Professor (August 2002 – Present)

University of Memphis, University College - Paralegal Studies, Memphis, TN

Southwest Tennessee Community College (Fall 2003)

LSAT Prep Instructor (Summer 2001)

University of Memphis Continuing Education, Memphis, TN

Account Manager

Thomson Corp. formerly, Westgroup, New Orleans, LA & Memphis, TN (November 1998 – May 2002)

Judicial Law Clerk

Jackson County Circuit Court, Kansas City, Missouri (January 1998 – November 1998)

Legal Writing Instructor

Temple University School of Law, Philadelphia, PA (August 1997 – December 1998)

Attorney - Litigation Department

*Polsinelli Shalton Flanigan Suelthaus (formerly Polsinelli, White, Vardeman & Shalton,) Kansas City, Missouri
(August 1995 – August 1997)*

EDUCATION

Juris Doctor, Dean's Honors, Washburn University School of Law, Topeka, Kansas

B.A. in English, Summa Cum Laude, University of Mississippi, Oxford, MS

CONTINUING EDUCATION

Completed the following courses and seminars: Ethics in Leadership; Microsoft – Powerpoint & Excel Training; Diversity in the Workplace; Affirmative Action Training; Family Education Rights and Privacy Act; Managing Difficult Employees; Communication Skills in the Workplace; Balancing Work and Life – Stress Management; Planning and Organizing Events with limited funds; Financial Records System Training & Budget Management; Student Information System; Human Resource System; Admission Communication & Exchange System; Candidate Referral System; Admit-M- Records Management training; Contract Negotiation training; Engaging any audience; Classroom management training; Effective teaching strategies; Presentation Skills training; Creative Ways to attract applicants with limited resources; How to run effective training seminar

PROFESSIONAL ASSOCIATIONS & CIVIC ORGANIZATIONS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Court Appointed Special Advocates (CASA) – Board of Directors

Law School Admissions Council (LSAC)

National Bar Association (NBA) – Ben F. Jones Chapter

Memphis Bar Association (MBA)

Kansas & Missouri Bar Member

SOFTWARE SKILLS

Microsoft Windows XP, Microsoft Word, Microsoft Excel, WordPerfect Office X3